

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED 5/3/91	REVISED 1/16	CHAPTER 6	SECTION 6.16
CHAPTER Chapter 6. Requirements of Management – SO's		SUBJECT Production Records – Food Service Contractors			

Food Service Management Companies or commercial caterers that contract with a sponsoring organization or independent child care center to prepare meals must maintain production records to verify that children are receiving adequate quantities of food on a per meal basis. Contracting with a food service contractor does not relieve the sponsoring organization of its responsibility to verify that children are receiving minimum serving sizes.

It is the sponsoring organization's responsibility to collect and review production records from the food service contractor. See Section 6.17 for minimum information that must be included on the production records submitted by the food service contractor.

In addition to the records required under the food service contract, meals obtained from a commercial vendor/caterer to institutions must include documentation of paid invoices and meals per labor hour recordkeeping to document staff allocation. This documentation must be provided to the CACFP contractor on a daily, weekly, or no less than monthly basis.